Conference on Disarmament

5 January 2018

English only

2018 Session

Information for member and non-member States

This document provides preliminary information for participants at the Conference. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the Conference website www.unog.ch/cd

Dates

First part: 22 January–30 March

Second part: 14 May–29 June

Third part: 30 July–14 September

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Representation, accreditation and registration procedures

1. Section II, Rules 4 and 5 of the rules of procedure of the Conference stipulate that the delegation of a member State of the Conference shall consist of a head of the delegation and other representatives, advisers, and experts, as may be required, and that each delegation shall be accredited by a letter on the authority of the Minister of Foreign Affairs of the member State, addressed to the President of the Conference.

2. In this connection, **member States are kindly requested to submit their letter or note verbale, with the composition of their delegation, to the Secretariat of the Conference, Palais des Nations, office C.109, e-mail: cd@unog.ch**, before the beginning of the session or within the first week after the opening of the session.

[1] In order to reduce the use of paper and noting that the Organization will be phasing out fax machines, delegation are invited to use e-mail as much as possible.

3. The list of participants is issued during the first part of the session and, as necessary, revised subsequently. **The Secretariat should be kept informed of any changes during the entire session**. A list of member States delegations to the Conference on Disarmament in Geneva, also known as the "yellow book," is issued once a year.

4. States not members of the Conference may address their requests for participation in the Conference at any time during the session. They are requested to submit a letter, with the composition of their delegation participating in the Conference, to the Secretary-General of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch).

5. Delegates of the Permanent Mission in Geneva who are officially accredited to the Conference and need a grounds pass to the Palais des Nations are kindly requested to send a note verbale from the Permanent Mission indicating that the delegate is a member of the delegation. The Secretariat should receive the information early in advance of the meeting to forward the required data to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva (Pregny Gate, 14 avenue de la Paix). To pick up their entrance badge, delegates are kindly requested to present the note verbale and a valid passport or a national identity card. The badge is strictly for personal use.

6. Delegates not part of the Permanent Mission in Geneva and who do not already have a United Nations grounds pass need to complete an application on the new **online Indico system** at **https://reg.unog.ch/category/1178/** and follow the process therein described. Please note that you need to attach **the note verbale or letter**, including your name, as a mandatory document while registering on-line. If you forget to attach the requested document, the system will reject your registration. A user guide is available for reference. Once the application has been approved in Indico, you will receive via e-mail an e-ticket / QR code. A grounds pass will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations.

7. **Delegations are kindly requested to provide the Secretariat with <u>one</u> official e-mail address for communication purposes**.

List of speakers

8. Member and non-member States wishing to inscribe their names on the list of speakers in advance are invited to contact the Secretariat front-desk, PN-C.109, tel.: 022-917-2281, e-mail: cd@unog.ch.

9. Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the Council Chamber, who will make them available to the podium and to the interpreters. Member and non-member States wishing to distribute copies of their statements are requested to provide at least 150 copies for distribution to the Conference Officer in the meeting room. The United Nations does not provide photocopying services.

10. Delegations are also encouraged to provide their statements in electronic format to the following e-mail address: cd@unog.ch.

Documentation, including verbatim records

11. A paper submitted by member and non-member States for issuance as an official document of the Conference should be accompanied by a letter addressed to the Secretary-General of the Conference or his deputy, requesting its issuance as official documents of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch). An electronic version of the paper and the letter should also be transmitted to the Secretariat in MS Word

format (to the attention Ms. **Maria-José Orellana** at morellana@unog.ch, with a copy to cd@unog.ch).

12. United Nations rules **do not permit the publication of statements delivered by delegations at plenary meetings as separate documents of the Conference**. Such statements are reproduced in the verbatim records and are, *ipso facto*, part of the official documentation of the Conference. The final records of the formal plenary meetings are issued in the six official languages of the United Nations in the form of verbatim records.

13. Statements made during **formal** plenary meetings will be posted on the website of the Conference, **if** an electronic version is provided to the Secretariat (cd@unog.ch). Upon receipt, statements will be made available at the dedicated webpage, which can be accessed by clicking the tab "Statements 2018" on the webpage of the Conference on Disarmament. In order to optimize this service, delegations are encouraged to provide, in addition to the original language, an unofficial translation into one of the working languages of the United Nations (English or French).

14. Official documents of the Conference are distributed to delegations in pigeonholes located on the same floor as the Council Chamber, near Conference Room III. Delegations are kindly reminded to check these boxes on a regular basis.

15. Official documents are also available in all official languages on the Official Document System of the United Nations (ODS) (http://documents.un.org). Delegations can also access ODS through the webpage of the Conference on Disarmament (http://www.unog.ch/cd).

16. Delegations that have requested receipt of hard copies of the official documents will receive one copy only in the language of their choice. Additional copies in all languages may be obtained from the documents distribution counter, Palais des Nations, office C.337, telephone 022-917-2603.

On-line information on the work of the Conference

17. Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at : www.unog.ch/cd.

18. The digital recordings of the formal plenary meetings are available at: https://conf.unog.ch/digitalrecordings.

Conference Rooms

19. Meetings of the Conference are normally held in the Council Chamber, which is also available to the Conference for its informal meetings and for meetings of its subsidiary bodies. Up to ten meetings per week, with full services, can be provided to the Conference. It must be noted, however, that due to constraints imposed by the General Assembly, meetings beyond regular hours, meetings on non-working days and extended meetings or sessions will not be serviced.

20. When the Conference is in session, the Conference on Disarmament Secretariat will allocate a room for use by the President of the Conference. Additional conference rooms may also be provided upon request, if available.

21. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (022-917-2281) well in advance so that appropriate arrangements can be made for a venue and servicing, if available.

Conference on Disarmament

9 February 2018

English/French/Spanish only

2018 Session

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(Rules 33-35 of the Rules of Procedure)

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